

# SWO(N) Ready Reference – Fitness Reports

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This Ready Reference provides some introductory guidance on FITREPs and allows officers to better manage their own records, especially where selection boards are concerned. It is not all inclusive, and we recommend reviewing the Navy Performance Evaluation System instruction (BUPERSINST 1610.10D), reaching out to your detailer and speaking with senior officers if you have any questions about your FITREPs.

## IMPORTANT NOTE:

**Your FITREP is not a counseling tool and is not written for you. FITREPs are written for administrative and statutory (i.e. promotion) boards; they are a report of your fitness in your current job and an assessment of your ability to succeed at the next level.**

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## Reference

BUPERSINST 1610.10D (Navy Performance Evaluation System) [https://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Documents/1610.10D\\_CH-1.pdf](https://www.public.navy.mil/bupers-npc/reference/instructions/BUPERSInstructions/Documents/1610.10D_CH-1.pdf)

## Types of FITREPs

- 1) Regular Reports. Submitted periodically and reports on day-to-day performance and activities. Includes detachment of reporting senior reports and detachment of individual reports.
- 2) Concurrent Reports. A secondary FITREP provided when a member has performed additional duties or temporary additional duties.
- 3) Operational Commander. A supplemental report for COs and OICs as observed by their operational commander.

## Continuity

FITREP continuity is very important to the wholeness of your record. Each FITREP should start the day after a previous regular report ends. Any gaps, especially gaps greater than 90 days, will be a distraction to board members and takes focus away from the officer performance.

## **Acronyms**

BUPERS Online – BOL  
Letter to the Board - LTB  
Officer Summary Record – OSR  
Performance Summary Report – PSR  
Reporting Senior's Cumulative Average – RSCA

## **How are FITREPS used in Boards?**

During a board, all of the records are first reviewed and marked up by the board members. Your record includes your FITREPS, awards, LTBs, PSR, (available on BOL), OSR (also available on BOL) and will soon include your official photo once again. A board member marks up your OSR and PSR. Rankings, recommendations, and key words are often pulled out of the FITREPs and either transposed onto the PSR and OSR or briefed by the board member.

After all the records are individually reviewed, the board member who reviewed that particular record briefs the record to the rest of the board in the “tank” with the photo, OSR and PSR displayed on large screens.

## **Letters to the Board**

Letters to the Board (LTB) can be an effective means to provide amplifying information to the board. They can be written by the member, or by another officer on behalf of the member. All correspondence, however, must be submitted by the member to be considered by the board.

Don't leave anything up to interpretation by the board. A LTB can very easily explain a discrepancy, oversight or oddity in a FITREP, but it can also include letters of recommendation.

## **Command Employment and Command Achievements (Block 28)**

Informs whoever is reviewing the record what the command was doing during the time of the observed FITREP. Knowing that the ship was on deployment, in a CNO availability, off-hull, etc., can assist the board in understanding fitness report dynamics.

## **Primary/Collateral/Watchstanding Duties (Block 29)**

Provides basic information on the duties and responsibilities of the officer. FITREPs are often reviewed by members of different communities, so descriptions of duties may be appropriate. Be sure to include requalified watchstations (e.g., department heads should include OOD U/W in Block 29 once they have completed the requalification process).

## **Trait Averages (Block 33-39)**

Your individual trait average is compared to two different numbers:

- 1) *Summary Group Average* - the average of all individual trait averages for officers who are in the same pay grade, same promotion status, same report type, same reporting senior, same ending date.
- 2) *Reporting Senior's Cumulative Average (RSCA)* - the cumulative average of all reports that the reporting senior has written for that specific paygrade over the course of their time writing FITREPs. Retired officers

who transition to government positions continue to build on their RSCA when writing FITREPs as civilians, as the RSCA is associated with an individual's SSN, vice military status. This number is not displayed on your FITREP; you can find it on your PSR, but it does not populate until 90 days after your report end date. You should ask your reporting senior their RSCA at your FITREP debrief to better understand how you compare to other officers that he/she has graded.

Reporting seniors must carefully manage their RSCA, so as to truly be able to indicate both superior and sub-standard performance. Most reporting seniors try to maintain their average between 3.8 and 4.2.

To show progression, your trait average should increase during each subsequent report while assigned to the same command, with the exception of new reporting seniors or following a promotion.

## **Career Recommendations (Block 40)**

The first block should include a recommendation for the next career milestone (DH AFLOAT; XO/CO AFLOAT; MAJ CMD AFLOAT), if earned. Other recommendations can include, but are not limited to: FLAG AIDE, EARLY COMMAND, 2-STAR EA, FLEET SCHOLAR, NAVY WAR COLLEGE, etc.

"SPECIALTY CAREER PATH", "SPECIAL MISSION" or "XO" are not considered strong milestone recommendations.

## **Comments on Performance (Block 41)**

The first one or two substantive lines should announce the results of milestone screenings, provide soft breakouts and/or an explain special circumstances.

Milestone screening statements inform statutory boards of administrative board screening status. Examples include:

DH Screened/DHRB signed: **\*\*ALREADY DH SCREENED – DH CONTRACT SIGNED!\*\***  
For CO-Afloat Screened Officers: "SCREENED COMMANDER COMMAND AFLOAT"  
For CO-SM Screened Officers: "SCREENED COMMANDER COMMAND"  
For XO-Afloat Screened Officers: "SCREENED FOR EXECUTIVE OFFICER AFLOAT"  
For XO-SM Screened Officers: "SCREENED FOR EXECUTIVE OFFICER"

Soft breakout examples include:

"MY #2 OF 14 FIRST TOUR DIVISION OFFICERS!"  
"MY #1 OF 5 OUTSTANDING DEPARTMENT HEADS, REGARDLESS OF DESIGNATOR!"  
"MY #1 MP DESPITE ONLY 4 MONTHS ONBOARD!"  
"LIMITED BY FORCE DISTRIBUTION - MP ONLY DUE TO A MORE TENURED DEPARTMENT HEAD!"

If you were recommended for a milestone on your last FITREP, the same recommendation (or higher) should be included on your next FITREP, until you are actually performing in that billet. Absence of the milestone recommendation indicates you are no longer recommended for that career progression. For example, a DH AFLOAT (or higher) should be included in Block 40 from your Division Officer tour, through your shore tour and until you are actually in your DH billet.

Best practices:

- Avoid verbiage such as “unlimited potential” as it can be interpreted as what you are capable of but not achieving.
- Focus comments on SWO core competencies, especially while assigned to at sea billets (shiphandling, tactical experience, personnel management, etc.)
- Avoid acronyms and technical terms that are not widely understood
- Ensure comments relate to your ability to perform at the next milestone and/or next paygrade  
Unlike enlisted and CPO evaluations, some white space is recommended in order to bring additional attention to the soft breakouts and milestone/promotion recommendations

## **Promotion Recommendation (Block 42-43)**

Not everyone can be an “Early Promote.” Reporting Seniors must follow a forced distribution of no greater than 20% of the summary group EP. For O-4, EP and MP combined cannot be more than 50% of the summary group.

Unrestricted Line ENSs and LTJGs cannot be listed as “Must Promote” or “Early Promote.”

Movement left viewed negatively unless newly promoted or change in promotion group size. If due to a reduction in promotion group size, an explanation and corresponding increase in individual trait average may be necessary to mitigate possible negative impact.

## **Key Takeaways**

- 1) If it’s not in your record, it didn’t happen.
- 2) Maintain copies of all of your FITREPs.
- 3) Review your record before every promotion and administrative screening board.
- 4) Your goal should be to recommended for the next rank and milestone in every FITREP.

BUPERSINST 1610.10D

1 May 2015

**EXHIBIT 1-1**  
**FITREP - FRONT (BLOCKS 1-32)**

FITNESS REPORT & COUNSELING RECORD (W2)											
1. Name (Last, First MI Suffix) SAMPLE, HARVEY J						2. Grade/Rank LT					
5. ACT <input checked="" type="checkbox"/>		PTS <input type="checkbox"/>		INACT <input type="checkbox"/>		AT/ADSW/ 265 <input type="checkbox"/>		6. UIC 12345		7. Ship/Station DESRON 82	
8. Regular, Frocked, Selected, or Spot REGULAR						9. Date Reported 08APR06					
10. Periodic <input checked="" type="checkbox"/> Detachment <input type="checkbox"/> Detachment of <input type="checkbox"/> 11. of Individual <input type="checkbox"/> 12. Reporting Senior <input type="checkbox"/> 13. Special <input type="checkbox"/>						14. From: 09FEB01 15. To: 10JAN31					
16. Not Observed Report <input type="checkbox"/>		Type of Report 17. Regular <input checked="" type="checkbox"/>		18. Concurrent <input type="checkbox"/>		19. Ops Cdr <input type="checkbox"/>		20. Physical Readiness PP		21. Billet Subcategory (if any) NA	
22. Reporting Senior (Last, FI MI) SENIOR, R R				23. Grade CAPT		24. Desig 1110		25. Title COMMODORE		26. UIC 12345	
28. Command employment and command achievements. Readiness support for four DDG-51 class and two DD-963 class destroyers. COMNAVSURPLANT Letter of Commendation for outstanding response during Operation Eagle/Enduring Freedom. Upkeep/Training-8 Deployed Noble Eagle-3											
29. Primary/Collateral/Watchstanding duties. (Enter primary duty abbreviation in box.) ADMIN OFFICER Administrative Officer-12. Responsible for all staff administrative personnel and PAO functions. Leads 4 officers and 6 enlisted personnel. COLL: Executive Steering Committee-7. Watch: Staff Watch Officer. PFA:09-1/09-2											
30. Date COUNSELED 09JUL15						31. Counselor SMITH, J J			32. Signature of Individual COUNSELED		

**Block 5.** Duty Status.

**Block 1.** Must have a comma after the last name.

**Blocks 6/7.** Member's activity

**Block 8.** Regular, Frocked, Selected, or Spot.

**Blocks 9, 14, and 15.** YYYYMMDD format.

**Block 21.** Usually NA but **MUST** have an entry.

**Block 26.** Delegated Reporting Seniors use CO's UIC.

**Block 29 (inside box).** Up to 14 characters or spaces.

**Block 29.** Shore commands include job scope statement. Job scope statement is optional for operational billets.

**Block 28.** Large shore commands enter employment of member's DEPT/DIV, etc.

**Blocks 30-32.** Copy date and name from counseling worksheet. If not counseled during period, enter NOT REQ or NOT PERF in block 30.

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**EXHIBIT 1-2**  
**FITREP - REVERSE**

FITNESS REPORT AND COUNSELING RECORD (W2-O6) (cont 'd)					
1. Name (Last, First MI Suffix) SAMPLE, HARVEY J		2. Grade/Rate L/T		3. Design 1110	
PERFORMANCE TRAITS	1.0* Below Standards	2.0 Progressing	3.0 Meets Standards	4.0 Above Standards	5.0 Exceeds Standards
38. LEADERSHIP: Organizing, motivating and developing others to accomplish goals.	<ul style="list-style-type: none"> <li> neglects growth/development or welfare of subordinates.</li> <li> fails to organize, create problems for subordinates.</li> <li> Does not set or achieve goals relevant to command mission and vision.</li> <li> Lacks ability to cope with or tolerate stress.</li> <li> Inadequate communicator.</li> <li> Tolerates hazards or unsafe practices.</li> </ul>		<ul style="list-style-type: none"> <li> Effectively stimulates growth/development in subordinates.</li> <li> Organizes successfully, implementing process improvements and efficiencies.</li> <li> Sets/achieves useful, realistic goals that support command mission.</li> <li> Performs well in stressful situations.</li> <li> Clear, timely communicator.</li> <li> Ensures safety of personnel and equipment.</li> </ul>		<ul style="list-style-type: none"> <li> Inspiring motivator and trains subordinates reach highest level of growth and development.</li> <li> Superb organizer, great foresight, develops process improvements and efficiencies.</li> </ul>
NOB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
39. TACTICAL PERFORMANCE: (Warfare qualified officers only) Basic and tactical employment of weapons systems.	<ul style="list-style-type: none"> <li> Has difficulty attaining qualification expected for the rank and experience.</li> <li> Has difficulty in ship(s), aircraft or weapons systems employment. Below others in knowledge and employment.</li> <li> Warfare skills in specialty are below standards compared to others of same rank and experience.</li> </ul>		<ul style="list-style-type: none"> <li> Attains qualifications as required and expected.</li> <li> Capably employs ship(s), aircraft, or weapons systems. Equal to others in warfare knowledge and employment.</li> <li> Warfare skills in specialty equal to others of same rank and experience.</li> </ul>		<ul style="list-style-type: none"> <li> Fully qualified for employment above and beyond others.</li> </ul>
NOB <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
40. I recommend screening this individual for next career milestone(s) as follows: (maximum of two) Recommendations may be for competitive schools or duty assignments such as: LCPO, DEPT CPO, SEA, CMC, CWO, LDO, Dept Head, XO, ORC, CO, Major Command, War College, PG School.					
			PG SCHOOL	XO AFLOAT	
41. COMMENTS ON PERFORMANCE: * AS 1.0 marks, down 2.0 marks, and 2.0 marks in Block 34 must be specifically substantiated in comments. Comments must be 10 or 12 Pouch (10 or 12 Point) only. Use upper and lower case. #2 of 5. There is virtually no difference between my number 1 and 2 Lieutenants. The rules force me to make him a Must Promote. He would be any other setting. -Exceptionally creative and innovative officer. His success in filling manning deficiencies enabled the squadron to deploy in the highest state readiness. -Obtained \$206,000 in approved CNETS funding for Learning Resource Center ships and assisted COMNAVBASE in obtaining similar funding ashore. -Brilliant coordinator. Impressively coordinated 5 VIP and flag officer reviews and had several discrepancies corrected in these officers' official reports. -Under his direction, ADMIN Department showed marked improvement in all administrative supports to the squadron and its units. -Mentored 4 JOs through engineering and deck qualifications. Conducted reviews and had several discrepancies corrected in these officers' official reports. -Provided training on officer programs and SWO qualification requirements staff; 3 individuals applied and were accepted for STA 21. His division retention rate throughout this reporting period. -Completed Joint Professional Military Education (Phase 1) through the Navy Continuing Education Non-Resident Seminar Program.					
Promotion Recommendation	NOB	Significant Problems	Progressing	Promotable	Must Promote
42					X
43. Member Trait Average. NAVFIT will auto populate or handwrite average of Blocks 33-39.					
44. Summary Group Average: 4.00					
45. Signature of Individual Evaluated: "I have seen this report, been apprised of my performance, and understand my right to make a statement." I intend to submit a statement. <input type="checkbox"/> do not intend to submit a statement. <input checked="" type="checkbox"/>					
46. Signature of Reporting Officer: "I have seen this report, been apprised of my performance, and understand my right to make a statement." I intend to submit a statement. <input type="checkbox"/> do not intend to submit a statement. <input checked="" type="checkbox"/>					
47. Typed name, grade, command, UIC, and signature of Regular Reporting Officer.					
48. Summary Group Average: NAVFIT98 will auto-populate this field. To do a manual calculation of the Summary Group, sum all graded Individual Trait Grades (Blks 33-39) and then divide by the number of graded Individual Traits. Note: a trait with an NOB grade is not considered a graded trait.					

Blocks 1-4.  
Repeat from front.

Block 39.  
Must be NOB if not a warfare qualified officer and must have an entry in NOB if trait not graded).

Block 41.  
-Include required admin comments (e.g., Comment from Block 34 ), reason for Special Report, etc.).  
-Specifically justify 1.0 comments.  
-Comment on all performance in general.  
-Consider special interest items.  
-Ranking is authorized.

Block 43.  
Observe distribution rules.

Block 47.  
Use for concurrent reports ONLY.

